

# FILE CONVERSIONS

## Importing and Exporting Files

# Converting the Census Bureau Pipe Delimited File to Other Formats (Importing Files)

## Key Terms

- What is “Pipe Delimited”?
  - “Pipe” is located on the keyboard directly above the “enter/return” key, by pressing the shift key.



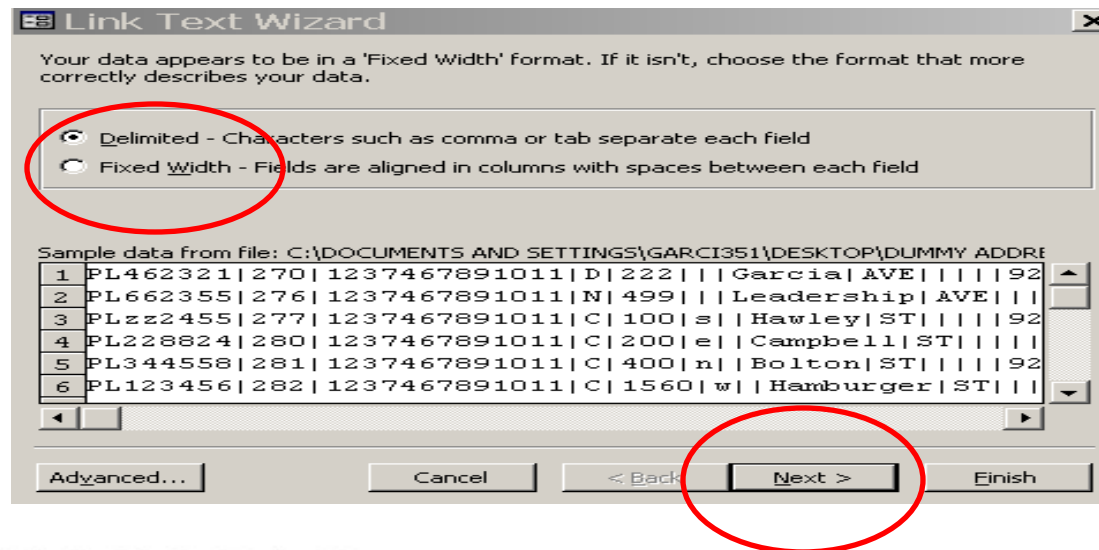
- “Delimited” is what separates the data in a line of text into columns in a spreadsheet. Some types of “Delimiters” are commas, spaces, asterisks, and for LUCA it’s “Pipe”.

## Converting Pipe Delimited into Other Formats For Example: Text Editors, Access, Excel

- Text Editors:
  - Pipe Delimited files will read directly into Text Editors.
  - Depending on your computer,
    - you may be able to double click on the file to open it; or
    - you may need to right click on the file and select “Open As...” and select Text, Notepad or Wordpad.

## Converting Pipe Delimited into Other Formats For Example: Text Editors, Access, Excel

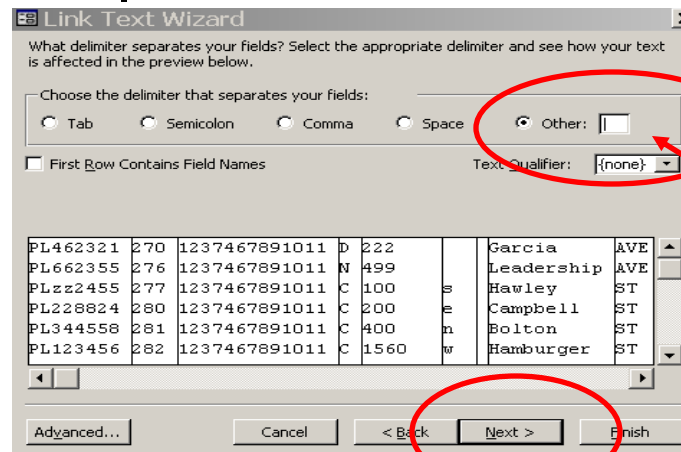
- Access Database Format
  - Open Access, using file open, navigate to the address list. A wizard should pop-up after you select the list.
  - On the first screen, specify “Delimited” as the format and click “Next”.



## Access Database Format Continued

- In the next screen, for the delimiter, click “Other” and type in “|”, then click next.

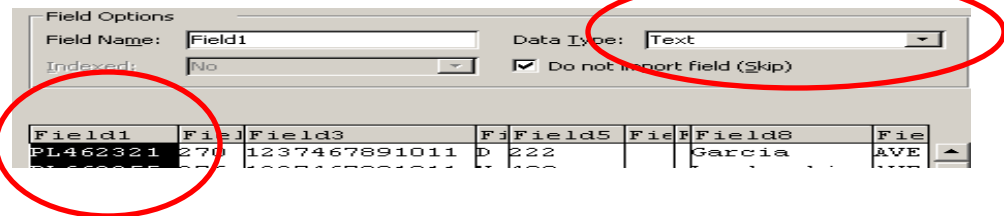
*All Data  
Is Fictional*



The Link Text Wizard dialog box is shown. It has a title bar 'Link Text Wizard' and a close button. The main text says 'What delimiter separates your fields? Select the appropriate delimiter and see how your text is affected in the preview below.' Below this, there's a section 'Choose the delimiter that separates your fields:' with radio buttons for 'Tab', 'Semicolon', 'Comma', 'Space', and 'Other:'. The 'Other:' option is selected and circled in red, with a red arrow pointing to it. Below the radio buttons, there's a checkbox 'First Row Contains Field Names' and a 'Text Qualifier' dropdown menu set to '{none}'. A preview table is shown below, containing fictional data. At the bottom, there are buttons: 'Advanced...', 'Cancel', '< Back', 'Next >', and 'Finish'. The 'Next >' button is circled in red.

Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8
PL462321	270	1237467891011	D	222		Garcia	AVE
PL662355	276	1237467891011	N	499		Leadership	AVE
PLzz2455	277	1237467891011	C	100	s	Hawley	ST
PL228824	280	1237467891011	C	200	e	Campbell	ST
PL344558	281	1237467891011	C	400	n	Bolton	ST
PL123456	282	1237467891011	C	1560	w	Hamburger	ST

- In the following wizard, change all the field's to “Text”, by clicking on the column and selecting “Text” for each column. Click “Finish”.

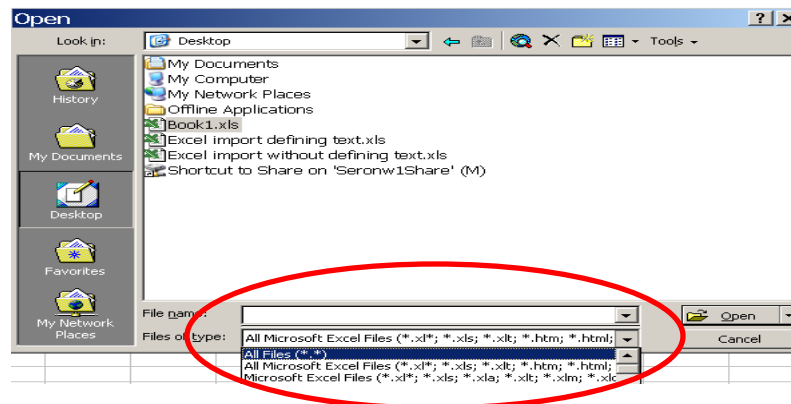


The Field Options dialog box is shown. It has a title bar 'Field Options'. Below the title bar, there's a section 'Field Name:' with a text box containing 'Field1'. To the right, there's a 'Data Type:' dropdown menu set to 'Text', which is circled in red. Below this, there's a section 'Indexed:' with a dropdown menu set to 'No'. To the right, there's a checkbox 'Do not import field (Skip)' which is checked. Below these options, there's a table with columns 'Field1', 'Field2', 'Field3', 'Field4', 'Field5', 'Field6', 'Field7', 'Field8'. The first row of data is circled in red. The table contains fictional data.

Field1	Field2	Field3	Field4	Field5	Field6	Field7	Field8
PL462321	270	1237467891011	D	222		Garcia	AVE

## Converting Pipe Delimited into Other Formats For Example: Text Editors, Access, Excel

- Excel Spreadsheet Format:
  - Steps are very similar to Access
  - Open Excel.
  - Navigate to the Address List (you may need to view all files by selecting the file drop-down at the bottom of the screen).



- Select the Address list and click “Open”.

## Excel Spreadsheet Format Continued

- A wizard should pop-up. Just as in Access, select “Delimited” as the data type, click “Next”.
- Just as in Access, specify the Delimiter as “Other” and type in “|”, click “Next”.
- On the third screen, change all fields to “Text” This is critical for the data to read correctly. Click on each column and select “Text” as the “Column data format”. You will need to do this for **EVERY COLUMN**. Click finished when done.
- Note: Excel can only handle 65,536 rows of data. If you have more addresses than this, you will need to work within another software package or work with multiple spreadsheets.



## Excel Spreadsheet Format Continued

**Change EVERY  
column to Text**

*All Data*

*Is Fictional*

**Text Import Wizard - Step 3 of 3**

This screen lets you select each column and set the Data Format.

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Column data format:

- ☐ General
- ☒ **Text**
- ☐ Date: MDY
- ☐ Do not import column (skip)

Advanced...

Data preview:

Text	Text	Text	Text	Text	Text	Text	Text	Text	Text	Text
PL462321	270	1237467891011	D	222				Garcia	AVE	
PL662355	276	1237467891011	N	499				Leadership	AVE	
PLzz2455	277	1237467891011	C	100	s			Hawley	ST	
PL228824	280	1237467891011	C	200	e			Campbell	ST	
PL344558	281	1237467891011	C	400	n			Bolton	ST	

Cancel < Back Next > Finish

# Submitting Local Address List as a Pipe Delimited File (Exporting Files)

2010 Census LUCA Training Workshop

## Census Bureau's Predefined Computer-readable Format

	Maximum Character Length	Field Name	Description/Notes
1	12	Entity ID Code	Unique number assigned by the Census Bureau to each entity
2	2	State Code	2-digit Current State Code
3	3	County Code	3-digit Current County Code
4	7	Census Tract Number	Up to 4-digit Census Tract Number, plus 2-digit number suffix, if applicable, includes a period for suffixed tracts. If no suffix, include period and zero fill
5	5	Census Block Number	4-digit Current Census Block Number, plus 1-digit alpha character suffix if applicable
6	1	Group Quarters Flag	Display a 'Y' if the unit is a group quarters, if applicable
7	35	House Number	Housing unit's or group quarter's assigned house number
8	3	Street Name Prefix Qualifier	e.g. EXT, ALT, BUS
9	2	Street Name Prefix Direction	e.g., N, W, SE
10	14	Street Name Prefix Type	e.g., HWY, RT, US
11	100	Street Name	Street or road name
12	14	Street Name Suffix Type	e.g., ST, CT, AVE, DR
13	2	Street Name Suffix Direction	e.g., N,W, SE
14	3	Street Name Suffix Qualifier	e.g. EXT, ALT, BUS
15	100	Group Quarters Name	Name of group quarter (Dobbs Hall-University of Dobbs)
16	53	Apartment/Unit Number	Within structure descriptor or identifier, such as APT 5 or 1 <sup>st</sup> FL FRNT
17	5	Mailing ZIP Code	5-digit ZIP Code for mailing addresses

U S C E N S U S B U R E A U

*Helping You Make Informed Decisions*

## Format conversions to Pipe Delimited

- You can convert directly from a Text Editor or Access into Pipe Delimited.
- Conversions from Text Editors:
  - Open the file in a text editor
  - To replace the delimiter with pipes:
    - Go to: Edit, Select “Replace”
    - Copy the delimiter (if it is “tab” will look like a blank space) and paste it into the “Find what” field
    - Type | in the “Replace with” field
    - Select “Replace All”

## 2010 Census LUCA Training Workshop

### Converting from Another Delimited Format to Pipe Delimited

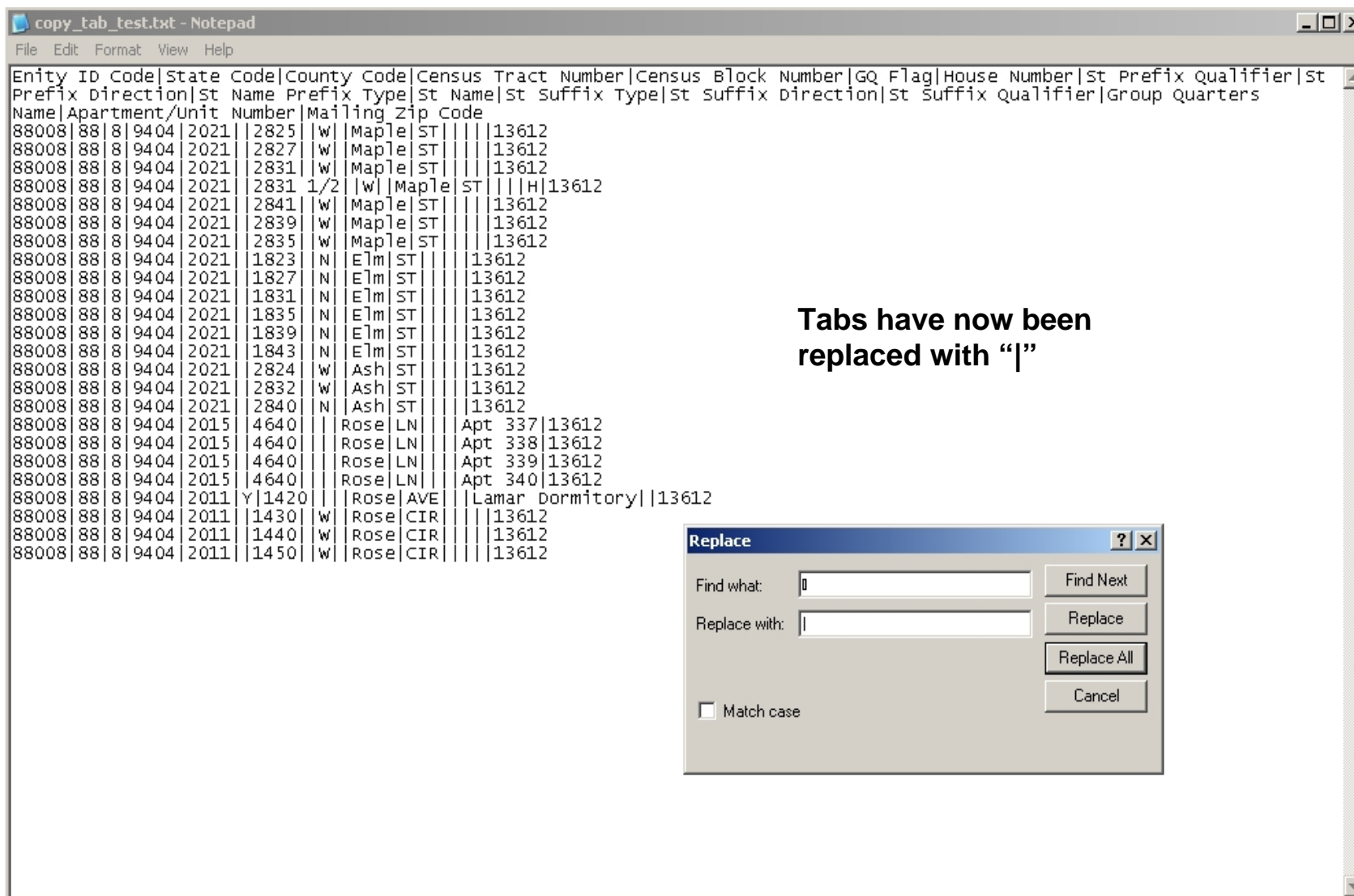
Open file in a text editor. Use "Find and Replace".

The screenshot shows a Notepad window titled 'copy\_tab\_test.txt'. The text inside is a table of census data with columns: Entity ID, Code, State Code, County Code, Census Tract Number, Census Block Number, GQ Flag, and House Number. The data is currently tab-delimited. A red circle highlights a tab character between '88' and '8' in the 'Entity ID' column. A red arrow points from this tab to the 'Find what:' field in a 'Replace' dialog box. Another red arrow points from the 'Replace with:' field to a pipe character '|'. A third red arrow points from the 'Replace All' button in the dialog box to the text 'Click "Replace All"'. The dialog box also has buttons for 'Find Next', 'Replace', 'Match case', and 'Cancel'.

Entity ID	Code	State Code	County Code	Census Tract Number	Census Block Number	GQ Flag	House Number
88008	88	8	9404	2021	2825		
13612							
88008	88	8	9404	2021	2827		
13612							
88008	88	8	9404	2021	2831		
13612							
88008	88	8	9404	2021	2831 1/2		
H	13612						
88008	88	8	9404	2021	2841		
13612							
88008	88	8	9404	2021	2839		
13612							
88008	88	8	9404	2021	2835		
13612							
88008	88	8	9404	2021	1823		
13612							
88008	88	8	9404	2021	1827		
13612							
88008	88	8	9404	2021	1831		
13612							
88008	88	8	9404	2021	1835		
13612							
88008	88	8	9404	2021	1839		
13612							
88008	88	8	9404	2021	1843		
13612							
88008	88	8	9404	2021	2824		
13612							
88008	88	8	9404	2021	2832		
13612							
88008	88	8	9404	2021	2840		
13612							
88008	88	8	9404	2015	4640		
Apt 337	13612						
88008	88	8	9404	2015	4640		
Apt 338	13612						
88008	88	8	9404	2015	4640		
Apt 339	13612						
88008	88	8	9404	2015	4640		
Apt 340	13612						
88008	88	8	9404	2011	1420		
Dormitory	13612						

## 2010 Census LUCA Training Workshop

### Converting from Another Delimited Format to Pipe Delimited



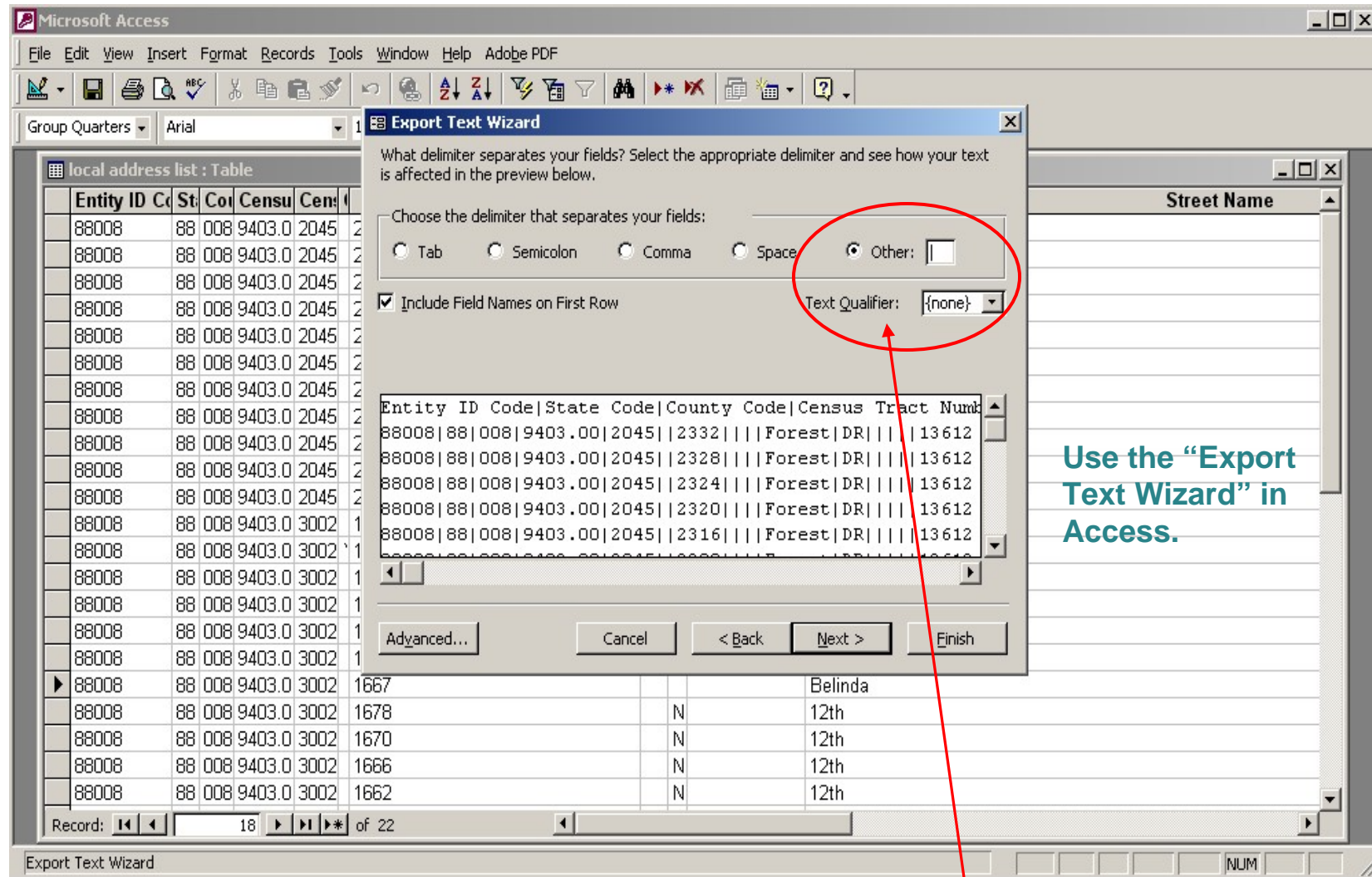
**Tabs have now been replaced with “|”**

## Format conversions to Pipe Delimited

- Access database files
  - Export as a delimited text file using the wizard setup:
    - Go to File “Export...”
    - In “Save as type” select “Text Files (\*.txt;\*.csv;\*.tab, \*.asc)”
    - Click “Save All”
    - Select “Delimited” in the Export Wizard
    - Click “Next”
    - Click the delimiter as “Other” and type in |
    - In “Text Qualifier” click “{None}” and then “Next”
    - Type in the location to export to
    - Click Finish

## Converting from Access Database Format to Pipe Delimited

**Open file in Access. Select “Export” in the file menu and save as a text delimited file.**



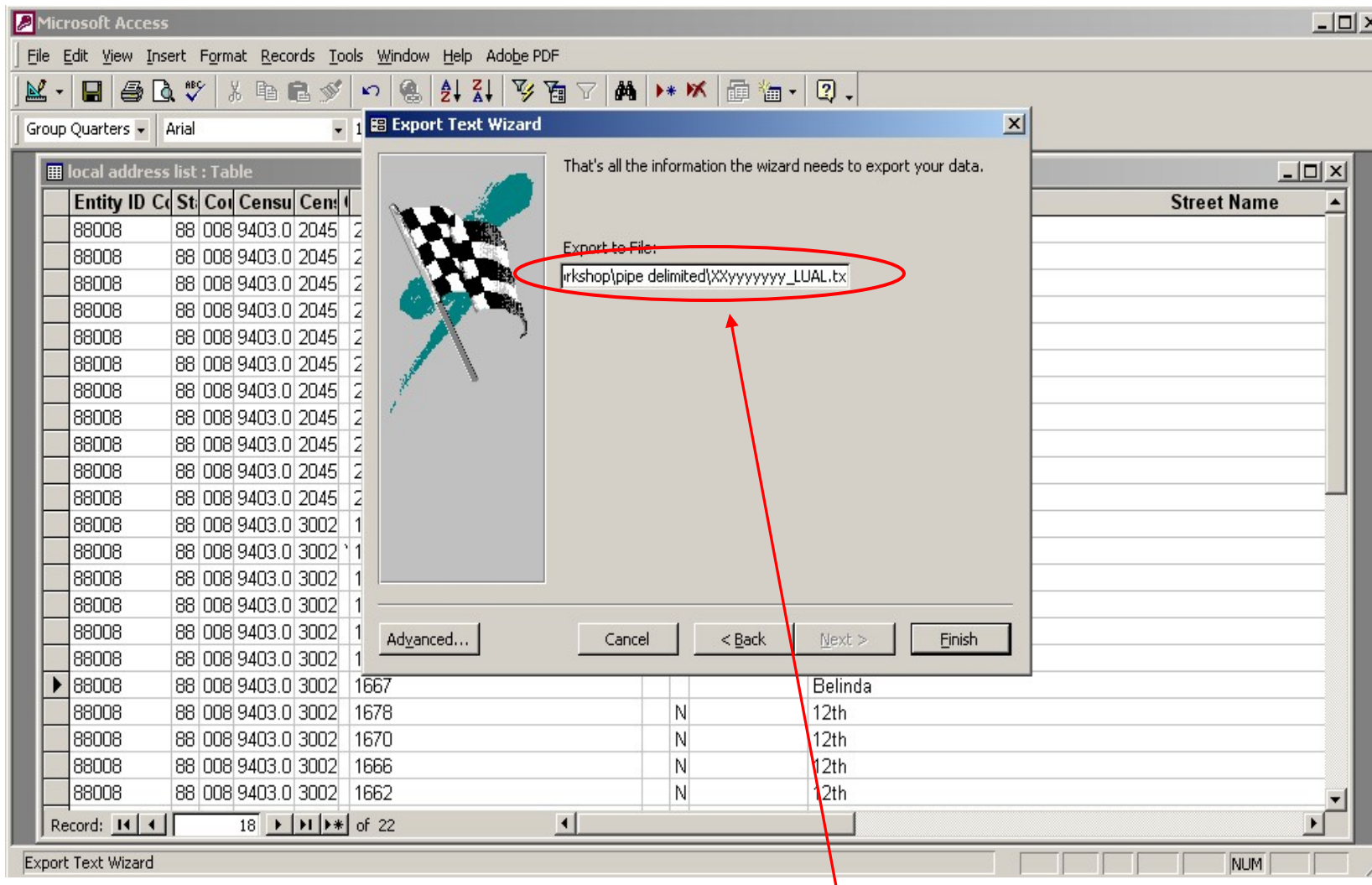
## Use the “Export Text Wizard” in Access.



# 2010 Census LUCA Training Workshop

## Converting from Access Database Format to Pipe Delimited

Export to file using the naming convention.



## Format conversions to Pipe Delimited

- Excel spreadsheet files
  - You can not convert directly into Pipe Delimited from Excel
  - You will first need to convert the file to “Text (Tab delimited) (\*.txt)” or “CSV (Comma delimited) (\*.csv)” and then use text editor to convert the file to Pipe Delimited (see previous slides for Text Editor conversions)
  - To convert to “Text”:
    - Open the Excel file
    - Select “File” then “Save as...”
    - Under “Save as type:” scroll down and select either CSV (Comma delimited) or Text (Tab delimited)
    - Select “Save”

## Converting from Excel Spreadsheet Format to Pipe Delimited

Open file in Excel. Select “Save As”. Choose either a tab or cvs delimited text file.

